

INVITATION TO BID

PROJECT NAME: Phase II Bond Work, Window Replacement

PROJECT DESCRIPTION:

The work includes the replacement of existing windows at Mars Elementary School, Sylvester Elementary School, Berrien Springs Middle School and Berrien Springs High School.

OWNER: Berrien Springs Public Schools
1 Sylvester Avenue
Berrien Springs, MI 49103

(Administrative Offices in the Middle School)

ARCHITECT: CARMI Design Group
68817 Cass Street
P.O. Box 627
Edwardsburg, MI 49112
Phone: 269-663-5073

BID DATE:

Bids will be received at the district's Administrative Offices in the Middle School until **10:00 AM [local time] March 4, 2009**.

Bids will be publicly opened at the Administrative Offices in the Middle School and read aloud at this time. Bids received after this time will not be considered and will be returned to the bidder unopened.

Bids shall be properly and completely executed on the Bid Proposal Form included within the Project Manual and submitted in duplicate. Bids shall be clearly marked as "**Berrien Springs Public Schools Phase II Bond Work, Window Replacement**" on the front of the submitted envelope.

PRE-BID MEETING:

A mandatory Pre-Bid Meeting will be held at the Administrative Offices on **February 25, 2009 at 10:00 AM [local time]**.

DOCUMENT AVAILABILITY AND USE:

Bid Documents may be viewed at the following **Plan Rooms** on or after **February 18, 2009**

MACIAF 3215-A Sugar Maple Court South Bend, IN 46628	Builders Exchange of Kalamazoo 3431 East Kilgore Street Kalamazoo, MI 49001-5513	Builders Exchange of Grand Rapids 4461 Cascade Road SE Grand Rapids, MI 49546	McGraw-Hill Construction Dodge 401 Hall Street SW Suite 128B Grand Rapids, MI 49503
McGraw-Hill Construction Dodge 2521 E. Michigan Ave. Lansing, MI 48912	Construction News Service of Michigan 1793 RW Berends Drive, SW Wyoming, MI 49546	Construction Association of Michigan 43636 Woodward St. Bloomfield Hills, MI 48302	Builders Exchange of St. Joe Valley 2015 Western Ave. South Bend, IN 46629

Bid Documents may be obtained at the **Architect's office** on or after **February 18, 2009**.

Bona Fide bidders may obtain Bidding Documents from the Architect's Office upon payment of \$50.00 for each set with a limit of three (3) sets. Checks made payable to CARMI Design Group. Please note that the **P.O. Box must be included** when sending items to CARMI Design Group via the USPS or it will not be delivered. Bidding documents are also available electronically at no charge, via email. Please email your request to swiss@carmi.biz.

Said Payment for Bidding Documents shall be refunded to bidders, provided Bidding Documents are returned intact and in good condition to the Architect within five (5) calendar days after bid due date. There will be no exceptions.

BONDS:

A five percent (5%) Bid Bond shall accompany each bid. The successful bidder will be required to provide a Performance Bond, Labor and Material Bonds, and certificates of Liability and Worker's Compensation Insurance.

OTHER CONDITIONS AND INFORMATION:

1. Each bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Berrien Springs Public Schools board of education or the superintendent of the school district.
2. No bidder may withdraw their bid for a period of **Thirty (30) calendar days** after the date set for bid opening.
3. Berrien Springs Public Schools reserves the right to reject any or all bids, to waive any defects or irregularities in bids, and to accept any bid which is deemed most advantageous to the public interest.